University of Michigan
University Library
Library Science Library
NOV 25 1959

IOWA LIBRARY QUARTERLY

October, 1959

THREE YEARS OF LIBRARY EXTENSION

UNDER IOWA CODE SECTION 303

AND

THE U.S. LIBRARY SERVICES ACT

VOLUME 18 NUMBER 10

IOWA STATE TRAVELING LIBRARY
HISTORICAL BUILDING
DES MOINES 19, IOWA

IOWA LIBRARY QUARTERLY

ISSUED BY THE STATE TRAVELING LIBRARY
HISTORICAL BUILDING
DES MOINES

IOWA STATE TRAVELING LIBRARY BOARD

RUSSELL SCHAAL ..... Belmond
CLIFFORD S. THOMAS ..... Knoxville
MRS. A. S. WENDEL ..... Bronson
MRS. H. L. WITMER ..... Tipton
FRANK T. MILLIGAN ..... Jefferson

ERNESTINE GRAFTON, *Director*

Iowa Library Quarterly is issued quarterly by the Iowa State Traveling Library

Entered as second class matter October 19, 1911, at the Post Office at Des Moines, Iowa, under the act of July 16, 1894

Acceptance for mailing at special rate of postage provided for in Section 1103, Act of October 3, 1917, authorized July 10, 1918

THREE YEARS OF LIBRARY EXTENSION

UNDER IOWA CODE SECTION 303

AND

THE U.S. LIBRARY SERVICES ACT

Three years of library extension for Iowa by the Iowa State Traveling Library has come about because foresighted library interested people wrote a new state library agency law, Code Section 303, with clear provisions and instructions for state-wide extension and because the U.S. Library Services Act came into being.

The Key clauses of Code Section 303—Iowa State Traveling Library for extension are:

"**303.18-2.** To give advice and counsel to all public libraries in the state and to all political subdivisions which may propose to establish libraries.

303.18-4. To continuously survey the needs of libraries throughout the state, and to ascertain the requirements for additional libraries and for improving existing libraries to provide adequate service to all residents of the state.

303.18-10. To appoint for a term of four years a director . . . who shall be a trained, experienced librarian holding a degree from a college or university of recognized standing, having also completed the required graduate course covered in a graduate school of library science accredited by the American Library Association and having at least two years experience as an administrative librarian or director of a state or public library . . .

303.19 Acceptance and use of money grants. The board of trustees is hereby authorized and empowered to receive, accept, and administer any money or moneys appropriated or granted to it, separate and apart from the general library fund, for **providing** and **equalizing** public library service in Iowa:

1. By the federal government, and
2. By any other agencies, private or otherwise.

. . . The fund shall be allocated among the cities, counties, and regions of the state, taking into consideration **local needs**, area and population to be served, **local interest** as evidenced by local appropriations . . ."

Library extension was further advanced by concise contract laws which are provided in Code Section 378:

"**378.11** Contracts may be made between the board of trustees of any free public library and any city, town, school corporation, townships or county or with the trustees of any county library district for its use by their respective residents . . ."

The bold, instructive words of the laws are to assist, to improve and to extend services from **established** libraries so that all residents of Iowa may have equalized library service opportunities.

Improved services cost money and Public Law 597, 84th Congress, 2nd Session, popularly called the "Library Services Act", is providing the money. The federal money has begun many improvements but only state and local money can provide equalization on a permanent basis.

The federal funds in Iowa are being expended under the following **Plan** which was approved by the Iowa State Traveling Library Board in July, 1956. As proposed originally the Plan was as follows:

"3.1 **General Aims and Policies of the Plan.** Following are the general aims and policies which will in the judgment of the State library administrative agency assure the use of funds under the State plan to maximum advantage in the further extension of public library services to rural areas without such services or with inadequate services:

The overall objective is the extension and improvement of public library service to every rural area of the state by the close of the five year period. **A coordinated system** of libraries will be developed with the State Traveling Library fulfilling its functions at the top of the system.

The overall plans for the five year period for further extension of public library services to rural areas are:

1. To strengthen the State Traveling Library for better extension service (personnel, books);
2. To improve all aspects of service in existing libraries;
3. To establish federations of libraries in each of seven regions using both Federal and State funds.
   (a) To encourage extension of service from them to unserved areas surrounding them;
   (b) To conduct demonstrations, using local libraries, bookmobiles, etc., in illustrating the applications of such service;
   (c) To involve libraries in towns over 10,000 population in the program by a supplementary **State** grant.

Areas under 10,000 population without county or town public library tax support are defined as 'without public library services'. 'Inadequate service' is defined by relating budgets, book collections, population served and qualifications of personnel to the recommendations contained in **Public Library Service, a Guide to Evaluation, with Minimum Standards.**

3.2 **Methods of administering the Plan.** The following is a description of the types of extension activities and services to be undertaken by the State agency and the methods to be used in carrying them out:

First, the plan calls for strengthening the Iowa State Traveling Library to the end that it can better perform its responsibilities in extension services. Additional personnel, books and other materials are needed." (Table I reveals the broad scope of the services of the Iowa State Traveling Library.)

TABLE I

IOWA STATE TRAVELING LIBRARY

Des Moines, Iowa

STATISTICS

Date of Establishment 1838

Free to All the Citizens of Iowa

July 1, 1958 - June 30, 1959

Number of Days Open Annually: 252 Hours Open Each Week: 42½

Number of Staff: 35 (6 Vacancies)

Number of New Titles Added	3,857	Number of Books and Periodicals Bound	2,103
Number of Volumes Added	8,720	Number of Volumes Withdrawn	7,321
Number of Phonodiscs Added	1,915	Number of Verifax Copies Made	3,070
Number of Films Added	75		

Number of Volumes Loaned Showing Various Uses:

Extension Division to:	
Public Libraries	54,766
Schools	37,739
Clubs with Reading Programs	5,651
Other Organizations	6,650
Individuals	11,626
Total	116,432
Reference and Circulation Division	
By Mail	10,556
At Desk (State Officials—6,751)	11,966
Total	22,522
Phonodiscs	2,655
Films	119
Grand Total	141,728

"Second, the plan calls for a **federation** of libraries in each of seven major geographical areas. By mutual contract the libraries will agree to certain undertakings, such as extension of their services to unserved areas around them. There will be, during the demonstration period, centralized purchasing, cataloging, etc. Reference services, inter-library loan services, etc., will be systematized. A staff of professional and clerical workers will operate in the area. At the end of the 'demonstration' period, local and state support is expected to carry on the program.

The Iowa State Traveling Library will administer all of the Federal funds."

The State Program:

Table II shows a total of $248,455 in federal grants which are being used to strengthen the Iowa State Traveling Library especially in its efforts to prepare areas for future demonstration projects of library cooperation, extension and increase of public library services to the 900,000 plus population without legal access to public libraries.

TABLE II

State and Federal Funds By Years, Source, and Expenditure Categories
1956 - 1959

Year	Item	State					Federal	Grand Total
		Appropriation	Special Appropriation	Executive Council	Buildings and Grounds	Total State		
1956-1957								
	Salaries	$ 54,004.14	$.....	$.....	$.....	$ 54,004.14	$ 5,400.62	$ 59,404.76
	Books and Materials	9,213.18	.....	.....	.....	9,213.18	24,144.66	33,357.84
	Supplies and Equipment	.....	.....	8,047.67	100.00	8,147.67	5,261.54	13,409.21
	Travel	2,722.48	.....	.....	.....	2,722.48	319.44	3,041.92
	Bindery	136.68	.....	.....	.....	136.68	4,873.54	5,010.22
	Other	2,152.34	.....	.....	.....	2,152.34	.20	2,152.54
	Total	68,228.82	.....	8,047.67	100.00	76,376.49	40,000.00	116,376.49
1957-1958								
	Salaries	54,552.92	.....	.....	.....	54,552.92	26,802.34	81,355.26
	Books and Materials	4,192.57	.....	.....	.....	4,192.57	62,191.27	66,383.84
	Supplies and Equipment	.....	10,502.95	9,729.01	100.00	20,331.96	7,854.99	28,186.95
	Travel	876.13	.....	.....	.....	876.13	1,939.74	2,815.87
	Bindery	2,000.00	.....	.....	.....	2,000.00	377.82	2,377.82
	Other	1,289.44	.....	1,505.84	.....	2,795.28	3,440.88	6,236.16
	Total	62,911.06	10,502.95	11,234.85	100.00	84,748.86	102,607.04	187,355.90
1958-1959								
	Salaries	45,724.58	.....	.....	.....	45,724.58	39,929.17	85,653.75
	Books and Materials	10,254.99	.....	.....	.....	10,254.99	40,240.98	50,495.97
	Supplies and Equipment	.....	1,996.90	4,865.94	4,750.00	11,612.84	8,187.67	19,800.51
	Travel	1,187.42	.....	.....	.....	1,187.42	4,409.03	5,596.45
	Bindery	3,015.27	.....	.....	.....	3,015.27	.....	3,015.27
	Other	2,639.70	.....	3,265.11	8,338.81	14,243.62	13,081.96	27,325.58
	Total	62,821.96	1,996.90	8,131.05	13,088.81	86,038.72	105,848.81	191,887.53
Three Year Total		$193,961.84	$ 12,499.58	$ 27,413.57	$ 13,288.81	$247,164.07	$248,455.85	$495,619.92

Grand Totals of Expenditures By Categories

	State	Federal Totals	Federal Percentages	Total
Salaries	$154,281.64	$ 72,132.13	29%	$226,413.77
Books and Materials	23,660.74	126,576.91	59%	150,237.65
Supplies and Equipment	40,092.47	21,304.20	8%	61,396.67
Travel	4,786.03	6,668.21	4%	11,454.24
Bindery	5,151.95	5,251.36		10,403.31
Other	19,191.24	16,523.04		35,714.28
Total	$247,164.07	$248,455.85		$495,619.92

To prepare for successful cooperative demonstration area projects, the federal funds are being used to add personnel, buy books and materials and equipment and finance certain miscellaneous items.

I. Strengthening State Agency:

A. Additional personnel for specialized services and extension services have been added. The following are on the State payroll: Head of Extension, Adult Specialist, Children's and Young People's Specialist, Head of Technical Processes and one secretary. The following Key positions are still on the federal payroll: Five field consultants, a reference assistant, a Record's Associate and a number of clerks.

B. Reference, professional and general books:

Table II also shows that $126,576 in federal funds have been spent for books and related materials since July 1, 1956. This is 59% of the total federal grants.

A lengthy "Selected List of Adult-Nonfiction Acquired February, 1957-June, 1958, by the Iowa State Traveling Library" was mimeographed and distributed to the public libraries and certain college and university libraries to show the type of new books that are being added to the Iowa State Traveling Library.

A State phonograph record collection is being built. A minimum of five thousand record holdings will be purchased.

Films on books, libraries, reading and the fine arts are also being added. A minimum collection of 500 to 1000 is planned. Both State University of Iowa and Iowa State University have large film collections available for general loan at a nominal cost.

C. Printing, Reproductions and Binding:
Thousands of books and periodicals have been bound. A total count will be available at the end of the binding project.

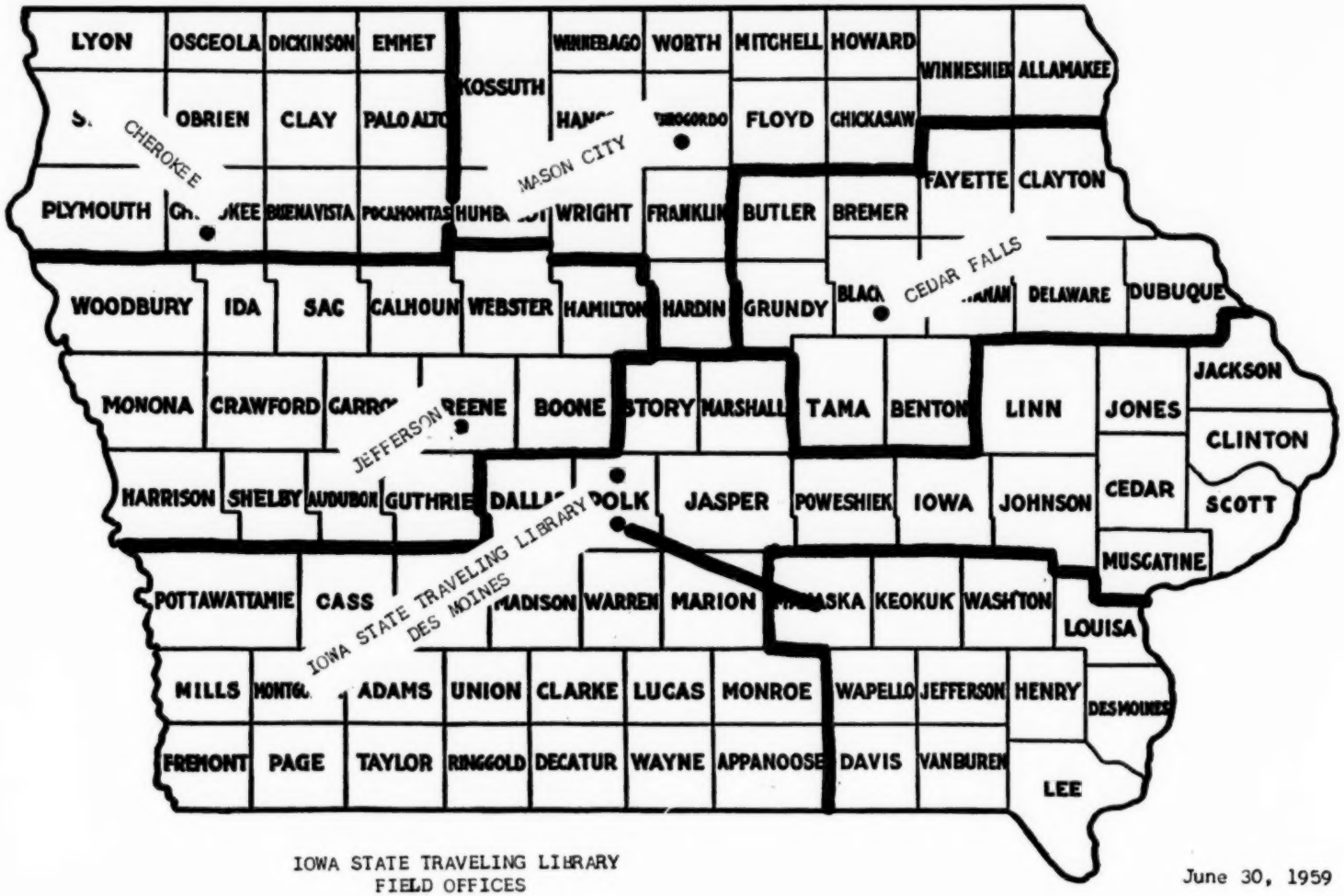
II. Preparing for Project Areas:

A. Field consultants:

B. Field office staff:

Figure 1 and Table III outline the field office areas and the tremendous field consultant activities.

FIGURE 1



IOWA STATE TRAVELING LIBRARY
FIELD OFFICES

June 30, 1959

TABLE III

Field Extension Work

1956 - 1959

Type	Number
Formal Board Meeting	
Director	174
Assistant Director	59
Field Representatives	112
Total	345
Consultations with Libraries and Boards	
Director	321
Assistant Director	71
Field Representatives	214
Total	470
Libraries "weeded"	113
Libraries Cataloged	78
Libraries Evaluated	70

C. Cooperative book exchange program:
The Mason City field office has set up a duplicate book exchange.

D. Cooperative book buying program:
The Jefferson field office has established a quarterly new book exchange for nine libraries on a $75 per library basis.

E. In-service training workshops and adult education programs:

(1) Quarterly sessions are set up for field consultants.

(2) Quarterly sessions are set up for Jefferson area librarians.

(3) One evening State leadership training workshop was held by Director, ALA Library Community Project.

(4) Nine district meeting program planning workshops were held by Director, ALA Library Community Project.

(5) A workshop session was held with the Iowa Adult Education Association and was planned by the Director of the ALA Library Community Project.

F. Equipment:

(1) Station wagon for Cedar Falls Area.

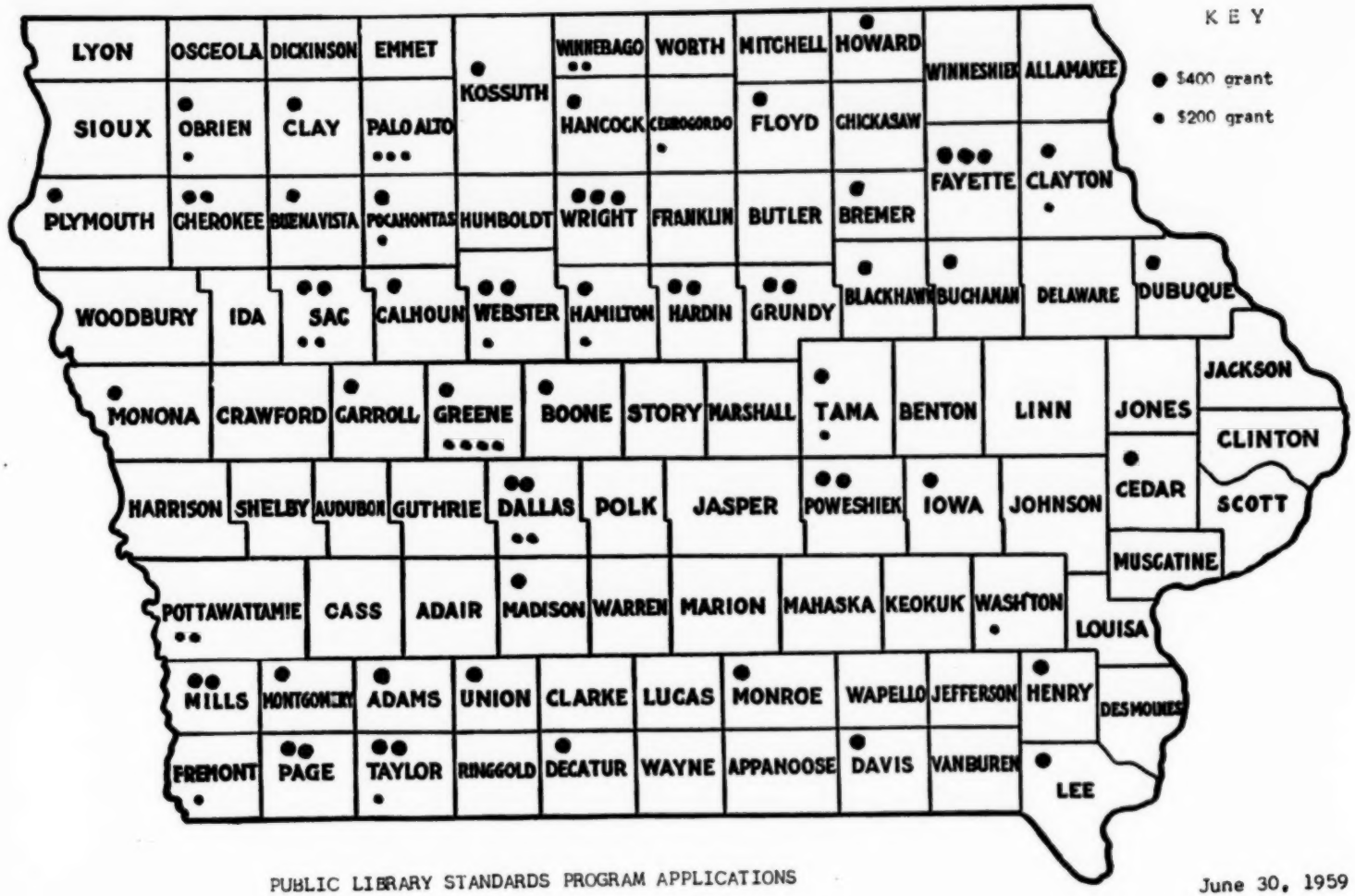
(2) Station wagon for Cherokee Area.

(3) Car for Mason City Area.

(4) Film projectors and record players for Cedar Falls, Cherokee, Mason City and Jefferson areas.

(5) Field office furniture for all four field offices at a reasonable price from Iowa State Industries.

FIGURE 2



PUBLIC LIBRARY STANDARDS PROGRAM APPLICATIONS

June 30, 1959

G. Supplies:

(1) Cataloging supplies for demonstration purposes to individual libraries.

(2) Field Office office supplies.

H. Travel, postage and miscellaneous items:

A. Federal staff of Iowa State Traveling Library.

B. Field office consultants.

I. Standards for Public Libraries in Iowa . . . Program:

(1) Sixty-three public libraries have qualified for $400 in Reference Books;

(2) Twenty-four have qualified for $200 in Reference Books. (Figure 2 points up the scattered distribution of these over the state.)

(3) The Standards are as follows:

Standards for Public Libraries in Iowa

Serving Populations under 10,000

The following statement of standards for public libraries in Iowa was approved by the Iowa State Traveling Library Board on August 14, 1958. The libraries which meet these standards may be eligible for aid in the form of reference books, basic adult non-fiction, supplies and certain services such as aid in club program planning, audio-visual usage, children and young people's program planning and other services performed by a central office. The funds granted to Iowa under the Federal Library Services Act will be used to implement this program.

Grants to the extent of the funds available for this purpose will be made in the order of receipt of applications meeting the standards by the Iowa State Traveling Library.

Libraries which are open at least six hours a week and meet standards A, B and C may receive reference materials valued at $200 list price. Libraries which meet all the standards may receive reference materials valued at $400 list price.

The Iowa State Traveling Library will continue reference, inter-library loan and collections of books services to all public libraries in the state with emphasis on participating libraries to the extent of federal and/or state funds available.

The Iowa State Traveling Library and its representatives are available for advisory services to all libraries.

Standards

A. The library must be legally organized as a public library under the library laws of the state.

B. The library shall agree to actively seek to expand services to the surrounding township or townships and/or to the area as may be deemed most appropriate by the local board; and shall seek to secure the mill tax support from the respective governing bodies.

C. The library shall agree to actively seek to raise their appropriations to the maximum mill tax under law and in no instance decrease local operating appropriations.

D. A library participating in the cooperative library service program shall meet the following standards:

1. Have adequate shelving space.

2. Have adequate reading room seating space.

3. Be open at least the minimum number of hours per week as follows:

Population Served	Minimum Hours Per Week
Under 500	10
500 - 1,000	15
1,000 - 2,500	20
2,500 - 5,000	30
5,000 - 10,000	40
Over 10,000 rural	40

4. Should have staff with minimum qualifications as follows:

Population Served	Minimum Qualifications of Staff
Under 500	High School Degree (Some College desirable).
500 - 1,000	High School Degree (Some College highly desirable).
1,000 - 2,500	High School Degree (Two years of College highly desirable).
2,500 - 5,000	Two years of College (Plus some Library Science training highly desirable).
5,000 - 10,000	College Degree (Plus professional Library Science training highly desirable.)
Over 10,000 rural	Degree in Library Science or its equivalent.

J. Cooperative Area Service Programs:

(1) Field offices libraries of the Iowa State Traveling Library for book storage and book distribution as well as professional advisory service will contract with contracting centers;

(2) Contracting centers for (a) center reference and center general collections plus rotating shares of Area supplementary book collection and (b) working staff for direct service and book distribution to cooperating libraries under contracts with contracting centers;

(3) Cooperating libraries will serve towns and open country area within a ten mile radius and (or) natural shopping area around cooperating library town.

Descriptive Summary

In brief, the new state agency law is being applied; the state library is reorganizing; an extension program is being launched; public library services in the state are being evaluated; and the public library laws are being applied to the needs.

The new state agency law has been applied. A full board is functioning and the director is authorized by law and board policy to reorganize the State Library.

The **Reorganization of the State Library** is in the final stages of its implementation. Physical improvements are being provided for. The book collections are merged and shelved as well as the catalogs and shelflists combined. Books are being purchased and binding of magazines and books is well under way. A long range weeding and replacement program is in process. Recataloging will be carried on over a long period.

Improved methods in the Divisions handling direct and mail services are set up. Staff organization charts and job specifications have been prepared, but low salaries have held up the filling of two division head positions. Combined salaries with local library boards are making possible the filling of extension and field service positions.

An extension program is launched on its "maiden voyage" with the establishment of four field offices and specialized field services from the Iowa State Traveling Library in Des Moines. Table III gives a factual report on the field service.

In addition to the statistics it has been reported that two areas have set up book exchanges. The Jefferson area has nine libraries contributing $75 each to a central purchasing fund and the books are rotated. The Mason City area is using duplicate copies of books for a rotating program.

The usual field service public relations are growing. More talks are being given, more booklists are being compiled. The importance of public library service program planning and public relations was dramatically pointed up by the Director of the ALA Library Community Project office in a series of role playing sessions for the 1959 District Meetings and a Leadership Training Workshop.

The more urgent extension services are becoming possible as public libraries invite field staff in for evaluations and recommendations.

Evaluation of seventy public libraries has started better building improvement programs, better book selection, better staff-board relationships and extension of service areas.

The public library laws have been interpreted to the trustees through three hundred and forty-five board meetings and eighteen trustee workshop sessions of the district meetings. These sessions on the laws have resulted in better budgets, extension services and the meeting of standards.

Eighty-seven libraries have met the minimum Iowa Public Library Standards which provide reference books and special professional services. The purpose of the standards is to encourage localities to set up appropriations for standard hours open and for salaries to draw librarians with sufficient educational background to take professional advisory and workshop training.

The standards also encourage cooperation so that more books are available within each of the cooperating districts. Voluntary cooperative book contractual arrangements are beginning to grow and are placing cooperation on a permanent basis. At the end of the three year period Cerro Gordo County had crossed its county lines and the Eastern area was beginning to work into a regional cooperative federation of twenty or more libraries in four or more counties.

Iowa State Traveling Library Has Films in Selected Subjects

Films on books, reading, libraries, and certain fine arts are available to libraries for the use of groups. Projection equipment may be borrowed from the regional field representative offices by libraries for organizations that are having study programs.

Films may be borrowed for one week with one week renewal if there are no reserves. Booking requests may be made in advance.

The following list contains the holdings of the Iowa State Traveling Library at this time.

Alcott, Louisa May	Black and white	17 min.
Alaska: A Modern Frontier	Color	11 min.
Albert Schweitzer	Color	80 min.
Art and Life in Italy	Color	11 min.
Art in the Western World	Color	30 min.
Background for Bach	Color	
Beethoven and His Music	Color	13½ min.
Beginning Responsibility: Books and Their Care	Color	11 min.
Better Reading	Black and white	13 min.
The Book	Black and white	18 min.
Books and People: The Wealth Within	Color	14 min.
Books for All	Color	29 min.
Choosing books to Read	Color	10 min.
Conducting a Meeting	Black and white	11 min.
Cooper, James Fenimore	Black and white	17 min.
Common Heritage	Color	20 min.
Cuckoo Clock that wouldn't Cuckoo	Color	11 min.
Dickens, Charles, Christmas	Color	22 min.
Discovering the Library	Color	11 min.
Freedom to Read	Black and white	17 min.

Getting the Facts	Black and white	11 min.
Greatest Treasure	Black and white	20 min.
Greece	Color	10 min.
Handel and His Music	Color	13½ min.
Help Yourself	Color	23 min.
How Effective is Your Reading	Color	11 min.
How to Conduct a Discussion	Black and white	25 min.
How to Read a Book	Color	10 min.
How to Read Essays	Color	14 min.
How to Read Novels	Color	13½ min.
Impressionable Years	Black and white	30 min.
Improve your Reading	Color	10 min.
It's All Yours	Black and white	11 min.
It's Fun to Read Books	Color	11 min.
It's Your Library	Black and white	10 min.
Keys to the Library	Color	14 min.
Know Your Library	Color	10 min.
The Librarian	Black and white	
The Library: Family Affair	Black and white	21 min.
Library of Congress	Black and white	21 min.
Life of Christ in Art	Color	21 min.
Library Adventure	Color	13 min.
Library Organization	Color	11 min.
Library Story	Color	15 min.
Liszt and his Music	Color	13½ min.
Look it Up! (Dictionary Habits)	Color	11 min.
Love of Books	Black and white	
Make Way for Ducklings		
Making Books	Black and white	10 min.
Man Aware	Black and white	14 min.
Mark Twain: Background for His Works	Color	13½ min.

Mike Mulligan and His Steam Shovel		
Millions of Cats		
Modern Lithographer	Black and white	11 min.
Mother Goose Stories	Black and white	11 min.
Mozart and His Music	Color	13½ min.
Naupaka (Hawaiian legend and song)	Color	
New Chapters	Color	14 min.
Not By Books Alone	Color	22 min.
Organizing Discussion Groups	Black and white	21 min.
Our Community	Color	27 min.
Our Iowa		
Philippines, The: Gateway to the Far East	Color	11 min.
Poe, Edgar Allen: Background for His Works	Color	13½ min.
Portrait of a Library	Black and white	23 min.
Printing Through the Ages	Black and white	13 min.
Red Carpet		
Room for Discussion	Black and white	25 min.
Sandburg, Carl	Black and white	28 min.
Schubert and His Music	Color	13½ min.
The Search: University of Louisville	Black and white	25 min.
Shakespeare, William	Color	23 min.
Shakespeare, William: Background for His Work	Color	13½ min.
Small Town Library	Black and white	10 min.
Stage Fright and What to do About It	Black and white	11 min.
Stone Soup		
Story Acting is Fun	Color	11 min.
Symphony Orchestra		14 min.
Ugly Duckling	Color	11 min.
Whitman, Walter: Background for His Works	Color	13½ min.
Winged Bequest	Color	22 min.